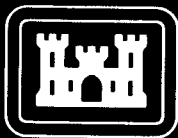


Logistics **TEDS**



Training, Education and Development System



**US Army Corps
of Engineers**

CELD-MS

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

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Civilian Personnel
LOGISTICS TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM (LOGTEDS)

FORWARD

The Directorate of Logistics Management, USACE requires each career program to structure a USACE wide plan to train and develop its personnel from entry level to senior management positions. Civilian career paths should be clearly mapped and should serve as useful references for all grade levels.

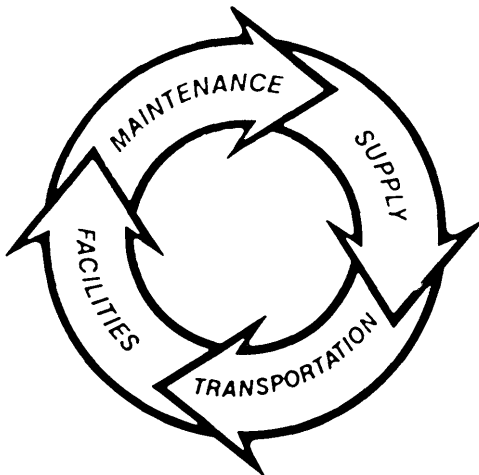
The plan referred to as LOGTEDS contained in this pamphlet serves the Logistics Management Career Program. It provides a single training and development program that covers all careerists in Logistics Functions. This pamphlet describes the formal training that builds solid logistics backgrounds. It encourages careerists to seek a variety of assignments that will prepare them for high-level logistics positions.

Supervisors, appropriate activity career program managers, and all careerists should discuss this plan and put it into operation as soon as possible.

FOR THE COMMANDER:



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000



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CHAPTER 1 - INTRODUCTION

1-1. **PURPOSE.** This is a guide for Logistics Management personnel and their supervisors, activity career program managers, and major command career program managers. It spells out the training and developmental assignments required and desirable for a successful logistics career, that may involve supply, transportation, maintenance, or facilities. Training of employees outside of logistics functions must be considered. Currently within the Corps of Engineers, employees are performing logistics functions as part of their normal duties. These people should receive the appropriate training that will enable them to accomplish their job in accordance with established procedures and in accordance with the regulations. Although the primary intent of this training plan is directed towards people within the logistics organization, parts of this plan should be used to assist in training people outside of the logistics organization.

1-2. **APPLICABILITY.** This pamphlet applies to HQUSACE/OCE elements, Major Subordinate Commands, Districts Commands, and Field Operating Activities and Laboratories that have a Logistics Office. This pamphlet is also applicable for employee development specialists in the Human Resources Offices (HRO) which service logistics management careerists.

1-3. **REFERENCES.** See Appendix A.

1-4. **OBJECTIVE.** The objective of this LOGTEDS plan is to ensure USACE logistics support of worldwide civil and military requirements.

a. The plan should provide individuals with broad skills and knowledges gained in the career development process.

b. The plan should provide training at all career levels.

c. The plan should provide managerial knowledge of organizations and missions.

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1-5. **CAREER PROGRAM STRUCTURE.** The Logistics Management Career Program (LJICP) is managed by the Director of Logistics, USACE.

1-6. **KEY POSITIONS IN LOGISTICS MANAGEMENT.**

a. Key positions in Logistics Management have significant responsibility for USACE policy formulation, implementation, execution, and oversight.

(1) Key positions are designated as all CP13, CP17, and CP24 positions at the GS/GM-12/13/14/15 level.

(2) Key positions may overlap with those designated by the Logistics and Acquisition Management Program (LOGAMP). Officials may fill these positions from a LOGAMP list of eligibles or from outside LOGAMP.

b. The goal is for USACE officials to use the central referral process based on Skills, Knowledges, and Abilities Program or Army Career Civilian Evaluation System (SKAP or ACCES) for the selection of ALL LMCP key positions.

1-7. **CAREER DEVELOPMENT.**

a. The Logistics Management Career Program covers all GS-5 through GS/GM-15 positions identified below:

GS-2001	General Supply
GS-1601	Facilities Specialist
GS-1670	Equipment Specialist
GS-2010	Inventory Management
GS-2101	Transportation Specialist
GS-2030	Traffic Management Specialist
GS-2150	Transportation Operations Specialist
GS-2161	Marine Cargo Specialist
GS-0346	Logistics Management Specialist

b. The three levels of progression within this career program are:

(1) Entry/Technician/Specialist Level. This is the primary level for accession into this career program.

(2) Specialist/Manager Level.

(3) Executive Level.

c. The Logistics Management Career Program permits employees to direct their progression through either line or staff positions, or preferably, through both. A variety of types of training and assignments during the specialist and intermediate phases enhances competitiveness for management level positions.

(1) Functional Areas. The functional areas offer many assignment possibilities, particularly at the specialist and intermediate levels. Narrow functional specialization at these levels may limit a careerist's lateral movement and promotion opportunity at the higher grade levels. Activity Career Program Managers (CPMs) should actively counsel their logistics careerists on ways to broaden their functional knowledge through permanent and temporary developmental assignments.

(2) Lateral Movement. Movement at the same grade among specialties or transition between organizational levels should be pursued as a means of individual development. Careerists should indicate availability for lateral reassignment under the referral system. Managers are encouraged to use noncompetitive detail or lateral reassignments to assist in employee development and to benefit the USACE.

1-8. **COMPETENCIES.** Certain Technical Functional Elements (TFEs) have been found in logistics intermediate and managerial positions in all series. Functional area career plans, attached as appendices, contain the appropriate TFEs. The TFEs are used in the SKAP and ACCES Programs to evaluate knowledges, skills, and abilities (KSAs). See Appendices B through F.



CHAPTER 2 - FUNCTIONAL TRAINEE TRAINING PLAN (FTTP)

2-1. **PURPOSE.** The Functional Trainee Training Plan (FTTP) for all logistics organizations within the Corps of Engineers is a comprehensive plan which outlines the requirements for advancement to the target grade. The FTTP supports noncompetitive promotion to a target grade when all requirements are met. Candidates will be selected on the basis of potential.

2-2. **RESPONSIBILITIES.** Each location will develop a Local Implementation Plan (LIP) for each trainee that uses this FTTP in conjunction with the ACTEDS as its basis. The LIP should include the portions of this FTTP that are currently applicable to the logistics functions that are being performed at the location. The development of the LIP is the responsibility of the local Logistics Director or Chief of Logistics; however, it should be developed with the assistance of the supporting Human Resources Organization. The LIP should include the specific courses and describe the On-the-Job Training (OJT). A mentoring approach could be a valuable portion of the LIP.

2-3. **FTTP PHASE 1.** Phase I consists of 52 weeks in a logistics related series. This phase will be a combination of formal courses and OJT. (See Table 2-1.)

a. The purpose of Phase I is to provide principles and fundamentals of the logistics functions within the U.S. Army Corps of Engineers.

b. The methods of instruction will include lecture, conference, practical exercises, OJT, field trips, case studies, films, guest speakers, group discussions, panel discussions, video tape lectures, incident cases, workshops, critiques, and other instructional techniques.

c. The scope of the overall program is intended to cover the entire spectrum of the Logistics function of the Corps. You are encouraged to also include the specific requirements of the location.

TABLE 2-1 Phase I Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
Upon completion of these courses the trainee will be able to:			
1. GENERAL ORIENTATION	5 HR	List and locate 3 of the major missions of the organization. And locate the major offices.	To provide the intern with general knowledge and orientation of the Army, USACE, the local installation.
Worksite Orientation	2 DA	List and locate 3 of the logistics functions. To name 90% of co-workers and their assignments.	To provide an orientation of organization, purpose, mission, functions, activities, and personnel of the installation.
Orientation Trainee	2 DA	List 3 tasks within each of the 4 log functions	This orientation is a self study that trainees should receive within 30 days of assignment. It has 30 lessons to be completed in non-duty hours.
Customer Service	3 HR	Give 3 examples of how to better serve the customer	To gain knowledge of better service

TABLE 2-1 Phase I Learning Objectives (Cont'd)

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
2. MANAGEMENT DEVELOPMENT TRAINING			
Trainee Leadership Development	1 WK	Evaluate logistics productivity, list log short term goals, evaluate effectiveness.	Mandatory for log trainees in MTP. Space is difficult to get.
Written Communication	2 DA	To write using active voice, clear/concise sentences, to avoid use of jargon.	Incl review of principals effective writing, use of common USACE forms.
Oral Communications	2 DA	To give a 10 min brief so that 90% of audience knows what was presented.	Orientation of principals of public speaking techniques. Incl OJT given on site or local courses.
ADP	1 WK	To input log work with an 80% accuracy. To choose the correct screen.	Courses are commercially available at intro level from local colleges, OPM in-house. OJT to include VIMS or APPMS.
Internal Controls	3 DA	Marking the check list with 80% accuracy.	Introductory course in internal controls.

2-4. **FTTP PHASE II.** Phase II training provides basic skill development through rotational on-the-job training (OJT) in one of the four logistics functions. The overall objective of Phase II is to prepare the trainee to become fully functional in one of the logistics functions. Prior to the trainee entering Phase II, the LIP should be reviewed and, if necessary, modified to reflect the current need of the trainee and the organization. (See Table 2-2.)

a. The primary objective of Phase II is to increase the depth of skill in all of the logistics functional areas currently being performed at the location. The training plan for Phase II is flexible in terms of OJT time to accommodate the different qualifications of the interns and required length of the total program.

b. After the completion of Phase II, the trainee will be able to show attainment of the learning objectives and TFEs designated for the applicable portion of the training plan.

c. While the trainee is in Phase II training, the supervisor or other qualified journeyman will be responsible for providing very specific basic assignments and detailed instructions, guidance, and advice on all aspects of work to be accomplished in accordance with the LIP. Assistance will be given to ensure that the trainee understands assignments and that development is progressive.

d. During Phase II, the trainee will satisfactorily complete the training outlined in the following program and must achieve a satisfactory evaluation and attainment of KSAs and TFEs identified in the LIP.

e. During the development of the LIP, courses should be selected from the courses listed in APP B, APP C, APP D or APP E. Other sources can be used to help prepare the trainee for fully functional in the supply, maintenance, transportation, or facilities functions.

f. More intensive training for in-house systems is recommended during this phase. Also, advanced training in commercial software used at the location is recommended.

TABLE 2-2 Phase II Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
1. ON-THE-JOB TRAINING (either a,b,c, or d)			
Supply	90 DA	To learn knowledges shown in ACTEDS plan for each function.	
Transportation	90 DA		
Maintenance	90 DA		
Facilities	90 DA		
Automated systems	40 HR	To be proficient in use of functional software.	
Site Visits	20 HR	To learn inspection procedures.	